



Office of the City Clerk

Weekly Report – for Week Ending January 15, 2016

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Elections:

The *2015 Municipal Elections After Action Report* and a *City and County Election Consolidation* update were both noted and filed at the January 13 Rules, Elections, Intergovernmental Relations and Neighborhoods Committee meeting.

2016 Neighborhood Council (NC) Elections

As of January 13, staff have received 67 candidate applications for Neighborhood Council Elections through the candidate filing portal. Of those, 29 have been certified and the rest are in various stages of compliance with the required documentation.

Staff continues to work with EveryOne Counts, the online voting vendor, to complete the online and telephone voting systems. The vendor is currently working on programming the English and translated scripts for the telephone system. Testing is expected to begin on Wednesday, January 27 and Clerk staff have been assigned to help test the translated language portions.

Clerk staff will attend Empower LA's "Rally in the Valley" on Friday, January 15 to provide technical support to the Independent Election Administrators (IEAs) who will register candidates utilizing tablets to access the candidate filing portal.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	0
Number of Notices/Publications	20
Number of Contracts Attested	41
Number of Council Files Created	42
Number of Claims Received	155
Number of Referrals	47
Number of Council Meetings	3
Number of Committee Meetings	10

Neighborhood and Business Improvement Districts:

On January 11, 2016, staff attended the Clean Streets Initiatives Working Group – A subcommittee will be formed to discuss community involvement with the Clean Streets Initiative and distribution of information relative to the Clean Streets Program. The subcommittee will be comprised of PW, Public Information Officer, Department of Neighborhood Empowerment, Sanitation and City Clerk, NBID.

On January 12, 2016, the Economic Development Committee approved the Annual Report to Reconfirm the assessments for the Little Tokyo BID for 2016 and the 2016 Annual Planning Reports for the following BIDs: Hollywood Entertainment District, Downtown Industrial District, East Hollywood, Byzantine Latino Quarter – Pico, Lincoln Heights Business and Community Benefit District, Lincoln Heights Industrial Zone, Studio City, San Pedro Historic Waterfront, Larchmont Village, Highland Park, Melrose, and Westwood.

TOP ITEMS

- **2016 Neighborhood Council Election preparations continue.**



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On January 13, 2016, staff attended the Special Meeting of the- Ad Hoc On Comprehensive Job Creation Plan Committee relative to the Motion (Fuentes - Blumenfield) and City Clerk report relative to BID best practices, legal issues, and policy restrictions.

Historical Archives Research - The Department of Recreation and Parks researched their past board resolutions.

The photograph collection of the City Archives was researched on line by a Silver Lake area realtor who purchased a use license to publish one photograph in a community flyer.

Fiscal - Staff completed the December expense report for the Mayor's General Fund, processed various petty cash requests and transfer documents pertaining to Council discretionary funds, extended the storage services agreement with Iron Mountain for an additional year, provided information pertaining to a Public Records request and piggy back authority was given to Council to use the Department's translation services contracts.

AB1290/Council - Staff drafted 1 contract amendment, forwarded 3 invoices to accounting for payment, has 2 contracts out to contractor, has 5 contracts in process, and has 2 close-outs in process.

General City Purposes - Staff processed 8 invoices for payment and drafted 1 contract.

Personnel - Staff held 10 New Hire Orientations, created Sick Leave and Vacation Report per the request of Council District 1 Chief of Staff, held intake of Resumes and Applications for Principal Clerk Requisition, created Requisition for Legislative Assistant position in CPS, prepared packet to close out Management Analyst Certification, prepared packet to close out Chief Management Analyst Certification, working with Personnel Department, Controller's Office and DWP on One Day Appointments for LAPD and Mayor's Office, working with Records Management on Records Retention for Payroll/Personnel Office, processed Emergency Appointment for City Clerk, CPS employee, attended Ethics Training for Liaisons, held Workplace Violence Prevention Training for Council District 15, working with City Attorney and Threat Management Unit on workplace violence situation with Mayor's Office, working with Council Office to reach full compliance on Sexual Harassment Prevention Training, and meeting with Personnel Department on continued efforts to resolve personnel issues in a Council Office.

ISSUES

None to report.

UPCOMING. . . .

Candidate Filing for Region 5 will open on January 17.

Clerk staff will be holding various meetings to assess the NC candidate filing process to date.